

CENTRAL PLAZA

APPLICATION FOR BORROWING AIR FRESHER SYSTEM FORM

To : **Central Plaza Management Co. Ltd.**
Management Office – Basement 1, Central Plaza

From : _____ (Contractor's Name)
of Suite _____ on _____ floor, Central Plaza.

Re : **Borrow _____ set(s) of Air Fresher System**
from Central Plaza Management Co. Ltd.

We hereby apply to borrow _____ set(s) of air fresher system from the Management Office during the fitting out period. It/They will be returned to the Management Office in good condition upon completion of the fit-out work. We understand that a penalty of HK\$3,000.00 per set of air fresher system (subject to revision) will be charged if we fail to return the air fresher system(s) to the Management Office within six months from the application date or the machine is found damaged.

Applied by

Authorised Signature & Company Chop

Name of Applicant

Application Date : _____

FOR OFFICE USE ONLY

▪ **Accounts Dept.**

If contractor fail to return the air fresher system(s) to the Management Office, a penalty of HK\$3,000.00 per set of air fresher system (subject to revision) will be charged.

Penalty for _____ set(s) of air fresher system – amount: HK\$_____ to be charged.

[] set(s) of Air Fresher System(s)
Received by Contractor from CPMCL:

[] set(s) of Air Fresher System(s)
Returned by Contractor to CPMCL:

Signature & Company Chop

Signature

Name in Block Letters

Name in Block Letters

Date : _____

Date : _____